



Delaware Division of the Arts
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INDIVIDUAL ARTIST FELLOWSHIP Fiscal Year 2023 Information and Instructions

Individual Artist Fellowships are awarded to Delaware creative artists working in the visual, performing, media, folk, and literary arts. Due to high numbers of applications and limited funds, the program is highly competitive. Fellowships are designed to enable recipients to purchase equipment and materials, allocate working time, or fulfill other needs that will allow them to advance their careers (excluding foreign travel and lobbying). Fellowship recipients are required to present examples of their work to the public during their Fellowship year.

The Fellowship program is administered in partnership with Mid Atlantic Arts (MAA). MAA identifies arts professionals to serve as potential jurors and administers the jurors' reviews of the applications.

Program Overview

The Fellowship program provides competitive grants in three categories with monetary awards of \$3,000, \$6,000, and \$10,000 to Delaware artists. Fellowships are awarded for demonstrated creativity and skill in an art form with artistic quality as the primary determinant.

- Emerging Professional Fellowships in the amount of \$3,000 are available to artists who have not yet established reputations in their fields. Artists applying in a discipline that they teach at the undergraduate level are ineligible to apply in the Emerging category. They must apply in the Established category.
- Established Professional Fellowships in the amount of \$6,000 are available to artists who have significant achievements in their fields.
- A Masters Fellowship in the amount of \$10,000 is available to artists that have received an Established Fellowship in the same discipline more than 7 years ago.

Twenty disciplines are offered in Fiscal Year 2023:

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| • Dance: Choreography | • Music: Composition |
| • Folk Art: Music* | • Music: Contemporary Performance (hip-hop, popular, R&B) |
| • Folk Art: Oral Literature* | • Music: Solo Recital (classical) |
| • Folk Art: Visual Arts* | • Visual Arts: Crafts |
| • Jazz: Composition | • Visual Arts: Painting |
| • Jazz: Performance | • Visual Arts: Photography |
| • Literature: Creative Nonfiction | • Visual Arts: Sculpture |
| • Literature: Fiction | • Visual Arts: Works on Paper |
| • Literature: Playwriting | • Visual Arts: Interdisciplinary |
| • Literature: Poetry | |
| • Media Arts: Video/Film | |

*Folk Arts: Artists whose work expresses the traditions of their ethnic, occupational, religious, family, or geographic group and whose skills have generally developed without formal instruction or institutional direction are eligible to apply. Being self-taught does not automatically qualify one as a folk artist. Folk Arts applications may be switched to another discipline based on the recommendations of a Folk Arts

specialist prior to the adjudication process. If you are unsure whether you qualify as a folk artist, contact Roxanne Stanulis, Program Officer at Roxanne.Stanulis@delaware.gov or 302-577-8283.

A new artistic discipline is offered this year: **Visual Arts: Interdisciplinary** for work which combines two or more of the following Fellowship arts disciplines (Media Arts, Crafts, Painting, Photography, Sculpture, Works on Paper).

Fellowship Categories

Applicants may select between the Emerging and Established Professional categories. An Emerging Professional is in the early stages of his/her career while the Established Professional is more experienced and has achieved some recognition for his/her artwork (example: prizes, awards, publication).

The Masters Fellowship is available to artists who meet specific criteria in different disciplines on a rotating basis every three years.

- Fiscal Year 2023: Visual Arts and Folk Arts
- Fiscal Year 2024: Dance, Jazz, and Music
- Fiscal Year 2025: Literary Arts and Media Arts

In Fiscal Year 2023, Masters Fellowship applications will be accepted in the disciplines of Visual Arts and Folk Arts from artists who received an Established Professional Fellowship in the same artistic discipline more than seven years ago (prior to January 2016). Masters Fellowships will be evaluated on the following criteria:

- Excellence of work
- Significant accomplishments in his/her field
- Sustained history of artistic activity within Delaware

In addition to the general Fellowship application materials, Masters applicants must submit a full CV or resume and a one-page narrative describing the breadth of their work to include the impact it has had in Delaware and beyond.

Eligibility

Eligible applicants:

- Must be a resident of Delaware for at least one year at the time of application. A legal resident possesses a valid Delaware driver's license or DMV-issued identification card and files state income taxes in Delaware as a full-year resident. All awards are subject to verification of Delaware residency.
- Must be at least 18 years of age at the time of application.
- Must remain a Delaware resident during the grant period (January 1 – December 31, 2023).

Ineligible applicants:

- Students currently enrolled in a degree or certificate-granting educational program at the time of application.
- Any recipient of a Masters Fellowship.
- Fellowship recipients who have received an award within the past three years (FY2020, FY2021, and FY2022) are ineligible to apply in the Emerging or Established Professional categories.
- Applicants who submit incomplete applications or applications that do not follow the required format.
- Applicants with outstanding final reports from any past Division of the Arts grants.

Waiting Periods and Restrictions

- Artists applying in a discipline that they teach at the undergraduate level are ineligible to apply in the Emerging category. They must apply in the Established category.
- Only one Fellowship application may be submitted per year.
- Previous Individual Artist Fellowship recipients are not eligible to apply for a second Fellowship in the same artistic discipline and category.
- Emerging Artist Fellowship recipients may apply in the Established Professional category in the same discipline after a three-year hiatus that begins after the Fellowship year. A 2019 Emerging Artist (awarded January 2019) would be eligible to apply this year for an FY2023 Established Professional Fellowship in the same discipline.
- Artists may apply in the Masters category if they received an Established Professional Fellowship in that discipline more than seven years ago (prior to 2016) regardless of subsequent awards in different disciplines.

Application Deadline

Applications must be submitted electronically through the Division's smARTDE grant system at <https://smartde.smartsimple.com>. Applications must be submitted by 11:59 p.m. on August 1, 2022. The application will close automatically at the deadline. Please note that staff and technical assistance is not available over the weekends.

Anonymity

The jurors will only review your artistic statement and work samples in an anonymous review process. To maintain your anonymity, do not include your name in your artist statement, your work samples, embedded metadata, or in the work sample file names. Visual artists are encouraged to obscure their signatures.

Masters applicants should leave their names on their CV and narrative.

Review Process

Mid Atlantic Arts Foundation researches and provides a list of potential jurors for each artistic discipline to Delaware Division of the Arts staff. Potential jurors are out-of-state arts professionals who have significant professional achievements and recognition within their respective fields.

Staff from the Delaware Division of the Arts selects the jurors - usually one juror per artistic discipline. In the Music and Jazz disciplines, the same juror may be used to review composition and solo recital or performance. An application may be moved to a different artistic discipline due to juror recommendations or at the discretion of Division staff.

MAAF administers the review process with the jurors. The jurors review the artistic statement and work samples and are instructed to evaluate the work samples based on artistic quality. The artistic statement is an opportunity for you to put your work in some context for the juror. One juror described the artistic statement as a window through which to view the work. Resumes are for Division use only and are not viewed by the jurors.

The juror also is asked to provide a brief response to the question, "What recommendations (or comments) do you have for the artist regarding his/her work?" This response is available to the application after the review process is completed. Applicants are prohibited from communicating with jurors.

The results of the jurors' reviews are analyzed by Division staff, and the highest ranked artists are presented to the Delaware State Arts Council for approval. Masters Fellowship applicants are also reviewed by the Arts Council on additional qualifications as determined from their CV and narrative.

There is no quota per discipline for awarding Fellowships. Funding decisions may be appealed only on the basis of procedural error or impropriety. The Appeals Process is available on the Division's [website](#).

All applicants will be notified via email after the December Delaware State Arts Council meeting. The list of jurors and the jurors' recommendations for the applicant will be available by logging into smARTDE in late December.

Submission Consent

When submitting a Division of the Arts Fellowship application, applicants must agree that they meet the eligibility requirements and are submitting their own original work.

Grantee Responsibilities

Artists awarded a Fellowship will enter into a contract with the State of Delaware. In the event that you receive an Artist Fellowship, this Statement of Assurances and Obligations serves as your contract, if you, as an applicant individual (ARTIST), are awarded a grant. Funding for the Division of the Arts (DIVISION) is provided by the Delaware General Assembly and the National Endowment for the Arts: Catalog of Federal and Domestic Assistance (CFDA) Partnership Agreement #45.025. Individual grants consist of state funds, federal funds, or a combination. Submission of the application and acceptance of a fellowship award signifies the intention to comply with the following requirements:

1. The ARTIST shall present to the public in the State of Delaware, examples of work in an exhibit, performance, master class, screening, public reading, or other presentation appropriate to the artistic discipline in which the ARTIST works. The public presentation shall take place before the end of the Grant Year and shall be scheduled after consultation with the Division for full publicity and statewide exposure. Extensions may be granted, but final payment withheld until after the public presentation occurs.
2. The public presentation shall comply with Title VI of the Civil Rights Act of 1964 as amended; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972 as amended; The Native American Graves Protection and Repatriation Act of 1990; The National Environmental Policy Act, if applicable; The National Historic Preservation Act, if applicable and where applicable; The Age Discrimination Act of 1975; statutes regulating lobbying with appropriated monies including Title 18 USC Section 1913, Sec 319 of Public Law 101-121 Certification regarding lobbying, etc., and Title 45 CFR Part 1158; and all other restrictions and requirements in the DIVISION grant guidelines corresponding to this PROJECT/PROGRAM.
3. In addition to the required public presentation listed above, the applicant is expected to participate in a group exhibition of Fellowship winners organized by the Biggs Museum and attend the Award Ceremony in Dover.
4. The ARTIST shall indemnify and hold harmless DDOA from any and all liabilities, losses, or damages including reasonable legal costs and fees, which DDOA may incur as a result of claims, demands, law suits, or judgments arising from or in connection with the ARTIST's performance of this agreement.
5. The ARTIST shall submit a Final Report on or before December 1 of the Grant Year. Failure to do so may result in forfeiture of final payment and preclude the applicant from future funding.
6. Certify that he/she will comply with the Drug-Free Workplace Act of 1988. (45 C.F.R. sec. 1154.600, 48 C.F.R. subparts 9.4, 23.5, and 52.2)
7. Complete/update an e-supplier registration form via the State's [online portal](#) for payments as an individual (not a business).

If awarded a fellowship, the ARTIST also affirms that:

1. Uses of funds may include, but are not limited to, studio rental, supplies and materials, technical production, score reproduction, continuing education, professional critique.
2. Funds received in conjunction with this application will not be used for lobbying or foreign travel or for tuition used in degree-granting programs. If the ARTIST enrolls in a degree-granting program for the arts during the year, a portion of the Fellowship may be forfeited.
3. The ARTIST must remain a resident of the State of Delaware until the Fellowship is completed. If the ARTIST moves out of state, a portion of the Fellowship may be forfeited.
4. The ARTIST acknowledges that his/her services in this connection shall be as an independent contractor and that nothing contained herein shall be construed to constitute him/her as an employee of the Division or the State of Delaware.

Work Sample Requirements

Note: The smARTDE system uploads work sample files by how they are named, not in the order they were uploaded. To have work samples appear in a specific order, rename your samples with a two-digit number, an underscore, and a file name before uploading them. For example: 01_filename; 02_filename; 03_filename, etc.

Dance: Choreography

- Upload video of two to three live, choreographed performances completed in the last three years.
- Provide information in the online application about each work sample including title, the length of each full performance and work sample, dates premiered, role in creation, and (optional) sound credits.
- Each video upload must be in mp4, mov, wmv, or m4v format, and no longer than five minutes in length.
- Remove identifying information in metadata and file names.

Folk Arts: Music

- Upload two to three audio work samples from the last three years.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).
- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the applicant is playing or the voice part of the applicant.
- Each audio upload must be in mp3 or wav format, and no longer than five minutes in length.
- Remove identifying information in metadata and file names.

Folk Arts: Oral Literature

- Upload two to three audio **OR** video work samples from the last three years.

- Provide information in the online application about each work sample including title, the length of each full work and work sample, and date of completion.
- Each audio upload must be in mp3 or wav format, and no longer than five minutes in length
- Each video upload must be in mp4, mov, wmv or m4v format, and no longer than five minutes in length.
- Remove identifying information in metadata and file names.

Folk Arts: Visual Arts

- See requirements under visual artists.

Literature (creative nonfiction, fiction, poetry, playwriting)

- Upload a 15–20 page section/selection of prose, poetry, or drama written or significantly revised during the last three years in PDF format.
- Works may have been published, but must be submitted in manuscript form.
- Unfinished work is acceptable.
- Pages should be typed, double-spaced, and formatted for 8.5x11-inch paper, on a white background, and numbered.
- Font size for all samples should be 10 or 12 point font only.
- Include the title and year of each work sample at the beginning.
- Do not include your name in the work sample.
- For **prose** samples that include more than one selection, place title and year at the beginning of each.
- **Poets** may single-space poems and place title and year at the beginning of each.
- **Playwrights** may submit single-spaced work.
- Remove identifying information from file names.

Media Arts (film, video)

- Upload two to three work samples from the last three years.
- Provide information in the online application about each work sample including title, date of completion (or if in progress, when begun), the artist's role in production, and the length of each full work and work sample.
- Each video upload must be in mp4, mov, wmv or m4v format, and no longer than five minutes in length.
- Remove identifying information in metadata and file names.

Music: Composition and Jazz: Composition

- Upload two to three audio work samples from the last three years.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).
- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the artist is playing.

- Each audio upload must be in mp3 or wav format; no longer than five minutes in length.
- Remove identifying information in metadata and file names.
- Submit a score, lead sheet, or in the case of electronic music where a score may not appropriately represent the piece, a narrative about the musical elements, composition process, and production techniques in PDF format. Keep your name and identifying information out of the score/lead sheet/narrative to maintain an anonymous review process.

Music: Contemporary Performance, Music: Solo Recital, and Jazz: Performance

- Upload two to three audio work samples from the last three years.
- If the applicant appears with another performer(s) on the submitted samples, the applicant must be easily identifiable as the main performer in the performances.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).
- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the applicant is playing or the voice part of the applicant.
- Each audio upload must be in mp3 or wav format; no longer than 5 minutes in length.
- Remove identifying information in metadata and file names.

Visual Arts (crafts, painting, photography, sculpture, works on paper, interdisciplinary, and folk art)

- Upload 10 digital images of work completed in the last three years.
- Images of details or other views are acceptable, but a minimum of seven works must be represented.
- Composite images (multiple images combined into a single image file, generally to show multiple perspectives or details of a single work) are not allowed.
- Installation artists' images must represent at least two works.
- Digital images must be in jpeg, jpg, gif, or png format. (Applicants in Visual Arts: Interdisciplinary who use video in their work may submit files video files in mp4, mov, wmv, or m4v format.)
- Provide information in the online application about each work sample including title, the medium, date of completion, and dimensions.
- Remove identifying information in file names, and we recommend you obscure your signature or marks before uploading to preserve your anonymity.
- Visual artists will be asked if they wish to be considered for an exhibition in the Mezzanine Gallery (for calendar year 2024). If the applicant checks "yes," the first five images from the submitted Individual Artist Fellowship application will be reviewed by a separate Gallery Panel of arts professionals in 2023. Additional information about the [Mezzanine Gallery exhibitions](#) is available on the Division's website.